

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services. CHECK ONE: <input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> X EXISTING POSITION				Agency Number
Part I - Items 1 through 12 to be completed by department head or personnel office.				
1. Agency Name Department For Children and Families		9. Position No. K0206180	10. Budget Program Number 29505	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Social Work Specialist	
3. Division EAST REGION			12. Proposed Class Title	
4. Section	For Use By Personnel Office	13. Allocation		
5. Unit Prevention and Protection Unit		14. Effective Date		
6. Location (address where employee works) City: Topeka County: Shawnee		15. By	Approved	
7. (circle appropriate time) <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Perm. Inter. <input type="checkbox"/> Part time <input type="checkbox"/> Temp. %		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 08:00 <input checked="" type="checkbox"/> AM/PM To: 05:00 AM/ <input checked="" type="checkbox"/> PM		17. Audit Date: By: Date: By:		
PART II - To be completed by department head, personnel office or supervisor of the position.				

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)		
Name	Title	Position Number
Jessica Enriquez, LMSW	SW Supervisor	K0226621
Who evaluates the work of an incumbent in this position?		
Name	Title	Position Number
	SAME AS ABOVE	

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Social Work Specialists provide crisis intervention and assessment services to families with children, working from general instructions, agency policy, state statute/regulations, and agency provided training. Customer interviews and documentation are prepared according to standing policy and instructions gained in training provided by staff development resources, and agency manuals. Position has considerable latitude in structuring workflow and systems to accomplish job duties. Monitoring of work and progress will be carried out through active staffing with PPS Supervisor. Documentation is checked for accuracy and proper form before submitting for completion or filing with the court. Most tasks are performed independently or with moderate supervision and require the exercise of initiative, independent judgment, and discretion, although the PPS Supervisor is available for guidance.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

<p>Number Each Task and Indicate Percent of Time</p>	<p style="text-align: center;"><u>Intake and Assessment:</u></p> <p>Investigates reports of child abuse and neglect. Meets timelines for response, case finding, and assessments according to agency policies and procedures. Addresses allegations of the initial complaints and any other concerns regarding the safety and welfare of the child(ren) resulting from the investigation. Interviews all pertinent persons and obtains information as appropriate from schools, medical professionals, law enforcement, and other community sources. Completes thorough assessment of the family dynamics and present evidence of maltreatment. Determines whether child(ren) need protection from further harm by considering factual information, professional judgment, and appropriate child protection practice principles. Discusses case decision with supervisor. Staffs all cases with supervisor prior to proposed finding.</p> <p style="text-align: center;"><u>Service Coordination:</u></p> <p>Prepares investigation material with complete information to present to the County or District Attorney if it is determined the child(ren) cannot return home or must be removed from the home. Discusses reasons for decision to place child(ren) in DCF custody with both the family and the child(ren) being removed. Testifies at court hearings from temporary custody, adjudication, termination of parental rights and makes recommendations to ensure the protection of the children. Refers Substantiated abuse/neglect cases to the County or District Attorney with appropriate recommendations. Completes referrals for Family Preservation, Foster Care, and Family Services in a timely manner according to agency policies and procedures. Provides all required information to contractors so appropriate services can be provided to children and families. Refers families to appropriate community resources. Worker participates as a team member with physicians, psychologists, school and court personal, social workers, counselors and others, in planning and implementing family and individual treatment programs. Worker must, at times, serve as a team leader, and other times will be a contributing team member as teams provide wraparound services to enable family to meet the goal of remaining together.</p> <p style="text-align: center;"><u>Documentation:</u></p> <p>Worker documents all case activity. Documentation is accomplished by proper and timely completion of applicable agency forms which include, but not limited to case logs and service reporting systems (KIDS) per agency policy. Case logging will be done on an ongoing basis. All additional forms, reports and letters will be completed in accordance with agency policies, regulations and procedures. Letters or requests to the County or District Attorney referring the case for intervention must be completed timely to ensure child safety. Notices to parents and/or alleged/substantiated perpetrators will be made and mailed per policy. All referral for services cases will include the required paperwork in the file and be signed by all parties at the time the case is initiated.</p> <p style="text-align: center;"><u>Consultation and Training:</u></p> <p>Actively participates in supervisory conferences and case consultation sessions. Worker plans and carries out assignments with supervision – reporting regularly to a Social Work Supervisor by means of occasional conferences to discuss work progress and problems. Worker is expected to seek out the supervisor in those situations that are most complex or when the worker needs advice. Attends orientation sessions and training workshops as planned, recommended, or approved by the supervisor for the purpose of learning or improving knowledge and skills. Utilizes formal and informal training opportunities to enhance knowledge and skill in providing social work intervention, leadership and team work.</p>
<p>1 35% E</p>	
<p>2 20% E</p>	
<p>3 25% E</p>	
<p>4 10% E</p>	

5 10% E	<p style="text-align: center;"><u>Other Duties as Assigned:</u></p> <p>Completes other duties as assigned by the supervisor. Other duties include, but are not limited to, filing, copying, and faxing as necessary.</p> <p style="text-align: center;">*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.</p>
	<p>1. 100% Professional Attitude:</p> <p>While performing your responsibilities, defined in your Position Description, as a representative of the Department For Children and Families, you are expected to:</p> <ul style="list-style-type: none"> * demonstrate an attitude of respect. (i.e.: be attentive to the customer, communicate in a polite and professional tone of voice, meet with the customer, or return phone calls within a reasonable period of time (as defined by your supervisor or program policy), process requests for service as quickly as possible, allow the client to direct his or her services, etc.); * demonstrate a willingness to help. Remember that your customer is anyone needing or asking for your assistance, including the individuals and families seeking services from the agency, community partners, state and community leaders, your staff, and your fellow employees and volunteers within the agency. * encourage individuals to identify and fulfill their own responsibilities; * practice personal self-discipline and maintain ethical and professional behavior in times of frustration with difficult customers; * provide information and service to those seeking assistance from this agency. If you are unable to directly provide that service or information, you should offer to connect them with someone who can assist or advise them. If the latter option is used, you will follow through with the referral. <p>Failure to perform your responsibilities in the manner described above will directly reflect on the organization, the quality of service you provide, and will be considered unacceptable for any employee within ISD.</p>
	<p>*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.</p>

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- (X) Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to perform essential functions of the position could result in serious harm, injury, or death of a child or unnecessary removal from the home and separation from the family with resulting emotional trauma.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This employee will have daily contact with children and families who are experiencing crisis or have a need for services. Social Work Specialist will have frequent contact with law enforcement agencies, court officials, members of multi-disciplinary teams both internal and external, community service providers, and private contractors. Contacts are for the purpose of gathering information for assessment of safety, risk, and services, responding to questions and request, documentation, scheduling interviews, and for performing numerous follow-up activities to work in progress. Will take direction, daily or more frequently as appropriate, from the PPS Supervisor with whom the assigned caseload is monitored. The PPS supervisor will appropriately assign work, give directions, and answer questions. Communication techniques and well developed rapport building skills are important requirements for this position.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Employee will be involved in interactions with families experiencing crisis and high stress which can result in angry, hostile customers. The normal risk of traveling on Kansas highways would occur when travel is required. The work environment involves every day hazards and/or discomforts typical of offices, meetings and training rooms.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Extensive use of telephone, computer, copier, fax, and general office equipment-daily. In heavy periods they could be in use for up to 80% of the workday. Automobile travel and a valid driver's license are required.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Must pass KBI and CANIS checks as administered by DCF. Obtain and maintain Security Clearance. Kansas Social Work License. Possession of a valid Driver's license.

Education or Training - Special or professional

Social work degree

License, certificates and registrations

Possession of a Kansas Social Work License to practice

Special knowledge, skills and abilities

The social worker must be able to enter and move about non-handicapped accessible homes that may include stairs, uneven surfaces, unhealthy and unsanitary conditions; as well as a hostile environment. The work requires light physical exertion. The employee may be required to perform handling activities (stooping, bending, and lifting) with lightweight or easily moved items (books, file folders, boxes of office supplies); perform moving activities for brief periods of time; operate light equipment, perform repetitive motions for brief periods, Daily use of a computer maybe related to some physical discomfort and eye strain. This position communicates verbally when working with external and internal customers and peers, and uses a computer in order to gather and enter information relieved from the customer and other contacts. Employee will be required to operate a motor vehicle to travel to/from customers' homes, community meetings, courts, and required training.

Experience - Length in years and kind

N/A

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the Education and experience statement on the class specification. A special requirement must be listed here in order to obtain Selective certification.

Active listening skills and the ability to diffuse difficult situations when dealing with unstable, hostile clients in an unstructured environment. Must work with other staff as a team member and keep supervisor informed of critical situations. Employees are instructed to use standard safety devices available and provided for machinery and equipment, e.g.: wrist rests for computer keyboards, seatbelts for automobiles, etc. When traveling, staff is instructed to take precautions that insure their safety and the safety and welfare of those being transported. Employees must execute strict key control for agency facilities and lock all doors after normal duty hours. Employees are instructed to maintain confidentiality, environmental awareness during field work to avoid or otherwise prevent/minimize unsafe situations and unsafe person contact. Strict adherence to confidentiality requirements must be maintained.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date